



## **Overview**

The Department of Homeland Security, Office of State and Local Government Coordination and Preparedness (SLGCP), Office for Domestic Preparedness (ODP) is pleased to announce the Fiscal Year 2005 Competitive Training Grants Program (CTGP). The CTGP will provide funding for national scope training initiatives that further ODP's mission of preparing the nation to prevent, deter, respond to and recover from incidents of terrorism involving weapons of mass destruction.

ODP is inviting interested parties to submit a concept paper that addresses one of the six Issue Areas delineated at the end of this Fact Sheet. The concept paper must not exceed 12 double-spaced pages and must clearly demonstrate the applicant's ability to develop and deliver a weapons of mass destruction training program that is national in scope. Applicants should pay careful attention to the new requirement in FY 2006 for aligning training programs with target capabilities. Additional information regarding this requirement can be found in Section III of the FY 2005 Competitive Training Grants Program - Solicitation for Concept Papers, which can be downloaded from:

[http://www.ojp.usdoj.gov/odp/training\\_ctgp.htm](http://www.ojp.usdoj.gov/odp/training_ctgp.htm).

The program narrative part of the concept paper should briefly, but succinctly, identify the problem it will address, provide goals and objectives and plans to accomplish those objectives, describe the strategies for training significant numbers of public safety personnel using a cross-disciplinary approach and articulate program performance measures. While the concept paper should not include a detailed budget or management plan, it should include a staffing plan and an estimate of the required funding.

Peer reviewers will evaluate each concept paper and based on their recommendations, ODP will invite authors of selected concept papers to submit full proposals. Full proposals will be limited to 25 pages.

## **Eligibility**

Entities eligible to receive funding under this program include: State, local, tribal and territorial governments, national associations representing public safety agencies and institutions of higher education, institutions of higher education, private corporations working in conjunction with the nonprofit sector and non-profit organizations.

## **Proposal Elements**

Applicants are requested to submit training concept papers that enhance state and local prevention, preparedness and response capabilities. The paper must include, but is not limited to, the following elements:

- The ability to build sustainable preparedness at the State and local level
- A capacity-building component for State and local jurisdictions which includes a leave-behind capability for jurisdictions to employ themselves (e.g. job aids, planning tools, etc.)
- A process for identifying lessons learned and best practices for inclusion in ongoing Department of Homeland Security efforts
- An adherence to the precepts of Instructional System Design (ISD), and the application of adult learning principles, including problem-based learning
- Incorporation of a blended learning approach
- Congruence with the National Preparedness Goal, National Preparedness Guidance, the National Incident Management System (NIMS) and National Response Plan (NRP)

## **Application Process**

Applicants must submit their concept papers electronically through the Grants Management System (GMS). Only papers filed through GMS at <http://www.ojp.usdoj.gov/fundopps.htm> will be accepted. The complete FY 2005 CTGP Solicitation for Concept Papers can also be downloaded from that location.

### **Selection Criteria**

Concept papers and full proposals will be judged according to the following criteria:

- Understanding of the problem and its importance
- Goals and objectives, and plans to accomplish those objectives
- Description of project's strategies that demonstrates a national scope and approach to training significant numbers of public safety personnel using a cross-disciplinary approach. Include a description of proposed or existing partnerships. Program performance measures that will gauge the project's success that includes a plan for what data will be collected, by whom, when and how it will be analyzed
- Description of how applicant plans to design its training program to comport with FY 2006 program guidance requiring that training programs fully address one or more of the target capabilities
- Budget Presentation

### **Issue Areas**

Applicants must designate a single issue area from the following list under which they would like to be considered for grant funding:

- Training that addresses how to develop, conduct and maintain a government Continuity of Operations Planning (COOP) program
- Training that strengthens the ability of State and local communities to improve intelligence and operational capabilities for prevention and deterrence of terrorist acts
- Training that provides the skills necessary to develop self reliant community groups and individual citizens when preparing for, responding to and recovering from an incident of national significance, i.e., Citizen Corps, Community Emergency Response Teams (CERT) and other recognized community-related programs
- Training to enhance the transit systems' (rail, bus, ferry) capacity to prevent and/or manage the consequences of terrorist attacks
- Training that develops or augments port facilities' ability to prevent, deter and/or respond to domestic terrorist acts
- Training to increase or enhance the capabilities of health care providers for situations involving mass casualty care operations

### **Amount and Length of Awards**

The number of awards will be determined by the number, quality, and requested funding levels of the applications received. Awards will have a project period not to exceed twenty-four months.

### **Timeline**

The FY 2005 Competitive Training Grants Program will be available online through the OJP Grants Management System (GMS) in March 2005. Concept Papers will be due no later than 8:00 p.m. EST on April 8, 2005. Invited full proposals will be due by 8:00 p.m. EST on May 16, 2005

### **Review Process**

ODP is committed to a competitive process for making these awards. All concept papers and full proposals will be reviewed by subject matter experts, and full proposals will be subject to an independent

peer-review panel evaluation. Peer review panelists will consist of representatives from academia, industry or Federal Government organizations, along with practitioners from Federal, State, and local criminal justice and public safety agencies.

## **Reference Areas**

Applicants will ensure that their proposals adhere to ODP Training, Exercise and Evaluation protocols to include:

- ODP Training Strategy  
[http://www.ojp.usdoj.gov/odp/blendedlearning/pdfs/t\\_s.pdf](http://www.ojp.usdoj.gov/odp/blendedlearning/pdfs/t_s.pdf)
- ODP Emergency Responder Guidelines  
<http://www.ojp.usdoj.gov/odp/docs/EmergencyRespGuidelinesRevB.pdf>
- ODP Guidelines for Homeland Security - Prevention and Deterrence  
<http://www.ojp.usdoj.gov/odp/docs/ODPPrev1.pdf>
- ODP Approach for Blended Learning  
[http://www.ojp.usdoj.gov/odp/training\\_bl.htm](http://www.ojp.usdoj.gov/odp/training_bl.htm)
- Homeland Security Exercise and Evaluation Program  
<http://www.ojp.usdoj.gov/odp/docs/hseep.htm>
- Target Capabilities List and Explanation  
<http://www.llis.gov>
- HSPD-8 Overview  
<http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm>